

# Job Announcement

ANNOUNCEMENT NUMBER: V-09-050

Re-Advertised

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**DATE:** August 4, 2009

**OPEN TO:** All Interested Candidates

**POSITION:** Information Specialist (MEPI), FSN-10, FP-05 (Full Performance Level)  
Position No. A70103  
**(Trainee level may be established below the full performance grade level, if not fully qualified)**

**OPENING DATE:** August 4, 2009

**CLOSING DATE:** August 25, 2009

**WORK HOURS:** Full-Time, 40 hours per week

**SALARY:** Ordinarily Resident: Dhs.132,173 per annum (FSN-10)  
(Benefits are paid in addition to salary)

Not-Ordinarily Resident: US\$42,314 per annum (FP-05, to be confirmed by Washington)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE ABILITY TO OBTAIN THE REQUIRED UAE WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. APPLICANTS SHOULD INDICATE IN THEIR CVS IF ANY FAMILY MEMBERS AND/OR RELATIVES ARE EMPLOYED IN THE U.S. GOVERNMENT AS WELL AS TYPE OF OR RELATIONSHIP.

The U.S. Embassy in Abu Dhabi is seeking an individual for the position of Information Specialist (MEPI) in the Middle East Partnership Initiative (MEPI) Office.

## BASIC FUNCTION OF POSITION

The U.S. Department of State's Middle East Partnership Initiative (MEPI) is a grants and exchange program that assists efforts to expand political participation, strengthen civil society and the rule of law, empower women and youth, create educational opportunities and foster economic reform throughout the Middle East and North Africa (MENA). MEPI works predominantly with NGOs, and to a lesser extent, with the private sector, academic institutions and governments. The incumbent is the Information Specialist for the Middle East Partnership Initiative (MEPI) Regional Office (RO), at the United States Embassy Abu Dhabi, and has significant responsibilities, covering an 8-country region (Gulf, Jordan and Yemen). The Information Specialist is responsible for the dissemination of all MEPI information to the public and for developing local grant success stories, in cooperation with U.S. Embassy MEPI coordinators and grant project officers in the region. As the RO webmaster, the Information Specialist updates the design and content of the RO website, and trains and guides the RO's backup website manager. The incumbent is responsible for initiating, planning, implementing, advising, and serving as the main point of contact with Public Diplomacy offices of U.S. Missions throughout the 8-country region to assist with media outreach and placement, as well as plan and coordinate press events. Incumbent is expected to develop an in-depth perspective on the status of political, economic, and educational reform throughout the Gulf, Jordan and Yemen. Position may require occasional regional travel.

## QUALIFICATIONS REQUIRED

ALL APPLICANTS MUST ADDRESS EACH SELECTION CRITERION DETAILED BELOW WITH SPECIFIC AND COMPREHENSIVE INFORMATION SUPPORTING EACH ITEM.

**EDUCATION:**

- University degree (Bachelor) in journalism, public relations, the social sciences, English, business, economics, or a closely related field is required.

**EXPERIENCE:**

- Three to five years of progressively responsible experience in public affairs or a field related to MEPI's area of work. Prior website management experience is required.

**LANGUAGE:** (this will be tested)

- Level IV (Fluent) Speaking/Reading/Writing English is required.
- Level IV (Fluent) Speaking/Reading/Writing Arabic is required.

**KNOWLEDGE:**

- Ability to write articles, press summaries, and analytical reports in both English and Arabic. Knowledge of electronic media. Ability to tailor policy messages to local cultural, social and religious sensitivities. Knowledge political, economic and business trends within the Middle East/North Africa region. Knowledge of issues affecting the regions' youth and/or women a plus.

**SKILLS & ABILITIES:**

- Knowledge of electronic media and web-based systems. Ability to use computers, Microsoft Word, PowerPoint and the Internet to conduct research and produce own work. Ability to work independently. Strong interpersonal and intercultural skills.

**SELECTION PROCESS:**

- When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a probationary period are not eligible to apply.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

**TO APPLY:**

Interested applicants for this position must submit the following or the application will not be considered:

- Application for US Federal Employment (SF-171 or OF-612); ([http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)) or a current resume or curriculum vitae that provides the same information as an OF-612; plus
- Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **SUBMIT APPLICATION TO:**

**[AbuDhabiRecruitments@state.gov](mailto:AbuDhabiRecruitments@state.gov)**

**(Please note V-09-050 Information Specialist (MEPI), in the subject line of the email)**

### **DEFINITIONS:**

1. US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  - a) Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  - b) Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

2. EFM: An individual related to a US Government employee in one of the following ways:

- Spouse;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

3. Member of Household (MOH) – An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. Not Ordinarily Resident (NOR) – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. Ordinarily Resident (OR) – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the LCP.

## **CLOSING DATE FOR THIS POSITION: August 25, 2009**

The US Mission in UAE provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.